



Visual Art at the heart of Shropshire, Telford, and Wrekin

Minutes of the VAN Meeting held 2pm 20th August 2024 at 30 Sutton Grove

Present: (PL) Phil Langstaff, (JG) Julie Goldthorpe, (RL) Reg Lewis, (PS) Pat Simon, (JaG) Janice Gill

Item#	Item	Action	By
1.	Apologies:	(JW) Jana Ward	
2.	Declaration of interests:		All
3.	Introductions		
4.	Minutes of the meeting held (19 th June 2024)	Signed as correct by the Chair	PL
5.	Matters arising from the minutes: <ul style="list-style-type: none"> Lighting – carried forward Painting of small wall + sign – carried forward 	<ul style="list-style-type: none"> Check with electrician JG to organise 	PL JG
6.	Treasurers Report:	<ul style="list-style-type: none"> Report at Annex A 	JW
7.	Update on VAN 25 th Anniversary Celebrations <ul style="list-style-type: none"> Made in Shropshire. Taking part in other exhibitions – eg Secret Severn, Condover Hall Drop-in Days at the Gallery Jag & PS to log on to website 	<ul style="list-style-type: none"> Cancelled due to riots PL Asked to rebook waiting to hear date Applied waiting to hear re Condover Hall JaG to organise PL to book date 	PL JG JaG PL
8.	Membership and Volunteering update <ul style="list-style-type: none"> 6 inductions 4 being new members 135 Members inc Friends 62 Volunteers Discussed who is and how many Members are volunteering and exhibiting Suggested not emailing re rota gaps Suggested WattsApp 	<ul style="list-style-type: none"> PL to list Decided would not work Maybe in the future 	PL
9.	VAN Task Distribution / Recruiting Trustees/ Phil's Role Going Forward <ul style="list-style-type: none"> Discussed better way to distribute tasks? Gallery Secretary re admin Community Network – Secretary Roll 	<ul style="list-style-type: none"> Reg to take on PL to meet up with possible interested person PL to send JaG job description of Secretary roll 	RL PL PL

10.	<p>Results and Actions from Membership Survey</p> <ul style="list-style-type: none"> 49 Replies 37.7% of members Results to be sent out to members Labels - discussed the possibility of members sending exhibition entries so labels can be printed Discussed booking Volunteering slots when sending electronic exhibition entries Decided to organise another meeting to discuss the findings fully 	<ul style="list-style-type: none"> PL to send PL to look at PL to look at PL to arrange 	<p>PL</p> <p>PL</p> <p>PL</p> <p>PL</p>
11.	<p>AGM Date and Agenda</p> <ul style="list-style-type: none"> Thursday 3rd October 2024 Ideas for Agenda to be sent to PL to discussed at next meeting Food and Beverages 	<ul style="list-style-type: none"> PL to speak to EBW Send ideas to PL JG offered to do these 	<p>PL</p> <p>ALL</p> <p>JG</p>
12.	<p>Collection and removal of artwork from basement</p> <ul style="list-style-type: none"> List to be made and chased up 	<ul style="list-style-type: none"> JG to do 	<p>JG</p>
13.	<p>Any other urgent business</p> <ul style="list-style-type: none"> Exhibition lengths discussed - 6 week exhibition suggested for 2025 Themes – ask Jasmine (curator) if she’s happy to ask members Treasurer JW resigning Sunday opening for September / October discussed 	<ul style="list-style-type: none"> Speak to Jasmine Email Members if Jasmine is happy PL to contact members re new Treasurer + send job description to PS Leave as is 	<p>JG</p> <p>JG</p> <p>PL</p>
14.	<p>Date of next meeting</p> <ul style="list-style-type: none"> 25th September 2024 		

Annex A: Treasurer’s Report for Trustees Meeting

Treasurer’s Report for Trustees Meeting June 2024

Bank

CAF Bank Current Account on 14/08/2024: £3,158.77

CAF Bank Gold Account on 14/08/2024: £ 14,405.43

PayPal Account on 14/08/2024: £200

Sales

July 2024 £652.29 June 2023 £1,959.75 Variance: £1,307.46

June 2024 £1,317.24 June 2023 £1,473.99 Variance: £156.75

Footfall

July 2024 750 July 2023 794 Variance: 44

June 2024 683 June 2023 469 Variance: 214

July 2024 Sales Performance

Number of Items Sold: 71

Sales Transactions: 51

Customers Per Sale: 14.71

Average Basket Value 12.79

June 2024 Sales Performance

Number of Items Sold: 90

Sales Transactions: 56

Customers Per Sale: 12.2

Average Basket Value 23.52